

MINUTES OF THE PROCTOR CITY COUNCIL MEETING for August 16, 2021

Meeting was streamed live on the Trac 7 YouTube channel, as well as attendance of up to fifteen members of the public to accommodate for social distancing. Ted Kiefat served as the meeting coordinator.

Mayor Ward called the meeting to order at 6:01 p.m.

MEMBERS PRESENT: Jake Benson, Rory Johnson, Mayor Chad Ward, Troy DeWall, Jim Rohweder

OTHERS PRESENT: City Attorney John Bray, Ted Kiefat, Chief Kent Gaidis, City Administrator Jess Rich, Megan Jordan, Eric Bingaman

Motion by Rohweder seconded by DeWall and carried 5-0 to approve the City Council minutes from Monday, August 2, 2021.

Motion by Johnson, seconded by Benson and carried 5-0 to approve the amended agenda for Monday, August 16th, 2021, with the addition of the following items:

*3A. Hoghead Fireworks

6G. Cleaning Contract Request for Proposals

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT:

None

Citizens are also provided with a direct call-in number: 218-628-6289 to address the council.

Motion by Ward, seconded by Rohweder and carried 5-0 to approve the consent agenda for Monday, August 2nd pulling items *3A for discussion.

*3A: Hoghead Fireworks

Administrator Rich along with Chief Helquist and Chief Gaidis recommend canceling the Hoghead fireworks due to drought conditions.

Motion by Johnson, seconded by Ward and carried 5-0 to accept the recommendation of Administrator Rich, Chief Helquist, and Chief Gaidis to cancel the Hoghead Fireworks for extreme drought conditions. Discussion follows regarding the possibility of rescheduling to an alternate date, refund of funds paid, and applying the funds towards next year's display. An exact determination of these options is not made at this time.

6. NEW BUSINESS

A. Proctor Utilities Commission Resignation

Motion by Rohweder, seconded by DeWall and carried 5-0 to accept the resignation submitted by Phil Larson from the Public Utilities Commission effective August 31st, 2021. Benson extends grateful appreciation to Larson for his years of service to the commission.

B. Proctor Utilities Commission Application

Motion by Johnson, seconded by DeWall and carried 5-0 to accept the application and seat Eric Bingaman to the open seat on the Proctor Utility Commission effective September 1st, 2021.

C. COVID-19 Guidelines

Mayor Ward states the council approved following all CDC guidelines regarding the COVID-19 pandemic. He addresses the council asking if continuing to adhere to all guidelines is feasible, specifically as they relate to travel restrictions and definitions. Currently, any travel “outside of one’s normal routine” is considered travel and is subject to quarantine stipulations. Administrator Rich requests clarification and suggests considering travel needs for employees on a case-by-case basis in order to remain sufficiently staffed and City Hall and all other city departments.

Motion by Benson, seconded by Johnson and carried 5-0 to continue to follow CDC guidelines and recommendations as stated and released.

D. Resolution 30-21 Non-Objection to Hold Raffle

Motion by Rohweder, seconded by Ward and carried 5-0 to approve resolution 30-21 authorizing PAHA to hold a raffle at the Powerhouse Bar on February 19, 2022.

E. DTA Schedule Changes – Informational

Councilor Benson states the DTA is looking at cutting bus service to the west side of Proctor. A public comment period was held, and has closed for additional comments. Benson suggests drafting and submitting a resolution to address public transportation needs within the city. Mayor Ward states he participated in a public comment section, voicing transportation service needs for the city. At this time, a date of the change in services is unknown. Administrator Rich states she also attended and addressed similar transportation service concerns at a planning level meeting.

F. SRO Update – Informational

Councilor Benson asks Chief Gaidis for an update regarding a contract agreement with the school for an SRO. Chief Gaidis confirms the meeting has been scheduled for the week of August 23rd, and no additional information is available at this time.

6G. Cleaning Contract Request for Proposals

Administrator Rich states the need for adding additional days and services for cleaning at city hall have changed. Modifications and updates have been made to the cleaning proposal currently in place, she asks for the council to approve the new contract and re-bid for cleaning services. She states the current company has been invited and included to submit a proposal as well as seeking other contractors.

Motion by Ward, seconded by Johnson and carried 5-0 to direct Administrator Rich submit a request for proposal for cleaning services at City Hall with a new deadline for proposal submissions of September 30th, 2021.

MEMBER CONCERNS

Administrator Rich: met with SEH to discuss design of sand/salt shed and will bring back to the committee for discussion and approval. A federal grant has been approved for the PlayGround for EveryBody, hopeful for project continuation. Met with Historical Society regarding current debt repayment with additional options discussed in the event of resignation submitted by the president and treasurer in the summer of 2022.

Benson: None

DeWall: Requests if department codes can be added back onto the reports for bills.

Johnson: None

Rohweder: None

Mayor Ward: Extendeds gratitude to Fire Department, Police department, and city employees for their contributions and efforts to host a successful National Night Out event. Hoghead week has started with various events held throughout the week. Meeting reminder for the next council meeting to be held on Tuesday, September 7th, due to Labor Day.

Attorney Bray: None

BILLS FOR APPROVAL

General: \$34,686.52

Liquor: \$27,669.01

TOTAL BILLS FOR APPROVAL: \$62,385.53

Motion by Ward, seconded by Rohweder and carried 5-0 to approve the bills as submitted.

Motion by Ward, seconded by Johnson and carried 5-0 to adjourn at 6:29 pm.

Chad Ward
Mayor

Jess Rich
City Administrator